

INSTRUCTIONS FOR THE 2005 STAR AWARD NOMINATIONS

1. All nominations must include the following:

- a) completed entry form signed by the executive director, college or university president/chancellor,
- b) brief description of the individual(s) normal job duties,
- c) description of why the individual(s) is being nominated,
- d) original signatures must be made available upon request.

2. Employees currently employed by the State of Colorado are eligible. **Nominees for the Outstanding Service Award may be retiring within the nomination year.**

3. Be clear and concise. The selection committees base their decision on the information provided in the nomination packet, only; the individual(s) name and departments will not be made available to committee members. Discuss what makes the candidate uniquely qualified for the award; provide specifics, human stories, examples or anecdotes. Have someone review the nomination to insure you have created a complete picture of the individual(s) you are nominating for the award.

4. In addition to the entry form, the nomination narrative can be up to 2 pages on 8 1/2" x 11" paper, supporting background information may be provided but is not necessary.

5. Specify the award category and focus on the eligibility criteria listed for that award. If you are not sure which category to specify, choose the one that seems most appropriate. Each nomination packet will be considered for one category only.

6. Previous award winners may not be nominated for the same award but may be nominated for an award in a different category.

7. Submit the original nomination form to:

Department of Personnel and Administration,
1313 Sherman Street, Room 122
Denver, CO 80203
Attention: Judi Karg

We must receive the nomination **no later than 5 p.m., Friday, March 11, 2005**. Nominations may also be faxed to (303) 866-2021, Attn: Judi Karg. Nominations received after the deadline or without the necessary approval will **NOT** be accepted. If you have questions regarding nomination submissions, contact Judi Karg, 303-866-2391 or Judy Giovanni, 303-866-2024.